



U.S. DEPARTMENT OF THE INTERIOR  
Certification of Position Approval  
for Retirement  
Under 5 USC 8336(c) and 8412(d)

[ x ] Approved under the Civil Service Retirement System, 5 USC 8336(c)

[ x ] Approved under the Federal Employees Retirement System, 5 USC 8412(d)

Category of Coverage: Secondary/Administrative (Firefighter)

Bureau: Any DOI Bureau may use this PD and must use this DOI Standard PD Number\*

Classification Title: Fire Management Specialist (Prescribed Fire/Fuels)

Organization Title: \_\_\_\_\_

DOI Standard PD Number: DOI021\* Series and Grade: GS-0401-09

\*This number should be entered in the employee's master records (FPPS) as last six spaces of Position Allocation Number.

RECOMMENDATION FOR COVERAGE: Secondary-Administrative Firefighter coverage is recommended under both CSRS and FERS.

This DOI Standard Position Description (SPD) is for a key fire management position located in a fire management organization within any Bureau of the Department of the Interior (DOI). **The FIRE MANAGEMENT SPECIALIST (PRESCRIBED FIRE/FUELS) requirements contained in the Interagency Fire Program Management Standards and Guide (IFPM) must be used in conjunction with this PD.** These standards include minimum qualifications, training requirements, competencies, and key performance elements.

The purpose of this position is to plan, develop, and implement the fire use and fuels management program for a unit. The incumbent has program responsibility for prescribed fire, fuels management, smoke management, and wildland fire use in a low/moderate complexity program or a segment of a high complexity program. The incumbent provides professional advice and assistance to meet resource management objectives with prescribed fire and/or wildland fire use. The incumbent must interpret and analyze environmental influences and fire behavior, make judgments, and adjust tactics as conditions change. **Prior wildland firefighting experience on the fireline, as gained by substantial service in a primary/rigorous firefighter position, or equivalent experience outside the Federal government is a MANDATORY PREREQUISITE to qualify for this position.**

[Signature] 10/25/04  
BIA Fire Program Designee Date

[Signature] 10-22-04  
BLM Fire Program Designee Date

[Signature] 10/25/04  
FWS Fire Program Designee Date

[Signature] 10/25/04  
NPS Fire Program Designee Date

[Signature] 10/26/04  
Michael Gillmore, DOI Fire & Law Enforcement Retirement Team Leader Date

APPROVAL: This DOI Standard Position Description (SPD) is approved for Secondary/Administrative Firefighter (FF) Retirement coverage retroactive to classification date of 08/26/2004. Approval is by DOI Secretary's Designee:

[Signature]  
Deputy Assistant Secretary, Performance, Accountability and Human Resources

[Signature] 10/26/04  
Date

POSITION DESCRIPTION <i>(Please Read Instructions on the Back)</i>								1. Agency Position No.	
2. Reason for Submission <input type="checkbox"/> Redescription <input checked="" type="checkbox"/> New <input type="checkbox"/> Hdqtrs <input checked="" type="checkbox"/> Field <input type="checkbox"/> Reestablishment <input type="checkbox"/> Other		3. Service		4. Employing Office Location		5. Duty Station		6. OPM Certification No.	
Explanation <i>(Show any positions replaced)</i>				7. Fair Labor Standards Act <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Nonexempt		8. Financial Statements Required <input type="checkbox"/> Executive Personnel Financial Disclosure <input type="checkbox"/> Employment and Financial Interest		9. Subject to IA Action <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
10. Position Status <input checked="" type="checkbox"/> Competitive <input type="checkbox"/> Excepted <i>(Specify in Remarks)</i> <input type="checkbox"/> SES (Gen.) <input type="checkbox"/> SES (CR)				11. Position Is <input type="checkbox"/> Supervisory <input type="checkbox"/> Managerial <input checked="" type="checkbox"/> Neither		12. Sensitivity <input checked="" type="checkbox"/> 1--Non-Sensitive <input type="checkbox"/> 3--Critical <input type="checkbox"/> 2--Noncritical Sensitive <input type="checkbox"/> 4--Special Sensitive		13. Competitive Level Code	
15. Classified/Graded by		Official Title of Position				Pay Plan		Occupational Code	
a. Office of Personnel Management								Grade	
b. Department, Agency or Establishment		Fire Management Specialist (Prescribed Fire and Fuels)				GS		401 9	
c. Second Level Review		Department of the Interior, FLERT Specialist <i>Dory A. Mullen</i>						8/26/04	
d. First Level Review		This PD has been approved as follows under 5 USC 6336(c) and 8412(d) <input checked="" type="checkbox"/> Firefighter <input type="checkbox"/> Law Enforcement							
e. Recommended by Supervisor or Initiating Office		Primary <input type="checkbox"/> Secondary/Administrative <input checked="" type="checkbox"/> Sec/Supvy							
16. Organizational Title of Position <i>(if different from official title)</i>						17. Name of Employee <i>(if vacant, specify)</i>			
18. Department, Agency, or Establishment Department of the Interior						c. Third Subdivision			
a. First Subdivision BIA BLM FWS NPS						d. Fourth Subdivision			
b. Second Subdivision						e. Fifth Subdivision			
19. Employee Review-This is an accurate description of the major duties and responsibilities of my position.						Signature of Employee <i>(optional)</i>			
20. Supervisory Certification. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that						this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.			
a. Typed Name and Title of Immediate Supervisor						b. Typed Name and Title of Higher-Level Supervisor or Manager <i>(optional)</i>			
Signature _____ Date _____						Signature _____ Date _____			
21. Classification/Job Grading Certification. I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.						22. Position Classification Standards Used in Classifying/Grading Position Handbook of Occupational Groups and Families, August 2001. Part I of the Forestry Series, GS-460, Jun 1965 TS-57, Dec 1979, TS-39.			
Typed Name and Title of Official Taking Action BIA BLM FWS NPS HR Specialist						Information for Employees. The standards, and information on their application, are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the U.S. Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the U.S. Office of Personnel Management.			
Signature _____ Date 8/26/04									
See Remarks									
23. Position Review		Initials		Date		Initials		Date	
a. Employee <i>(optional)</i>									
b. Supervisor									
c. Classifier									
Remarks <i>Alison Beard</i>		<i>Todd Ryan</i>		<i>Dawn Phillips</i>		<i>D. Burton Orton</i>			
Alison Beard BIA		Todd Ryan BLM		Dawn Phillips FWS		Debbie Burton Orton NPS			
25. Description of Major Duties and Responsibilities <i>(See Attached)</i>									

**INTRODUCTION:**

This is a standard wildland fire management position description intended for use in the Department of the Interior (DOI). The incumbent serves in a key fire management position in a field fire management organization as a Fire Management Specialist (Prescribed Fire and Fuel). This position is located in a unit with a low to moderate fire management program complexity level or serves in support of a higher level position in a moderate/high complexity program.

The incumbent has program responsibility for prescribed fire, fuels management, smoke management, and wildland fire use in a low/moderate complexity program or a segment of a high complexity program. The incumbent provides professional advice and assistance to meet resource management objectives with prescribed fire and/or wildland fire use.

This is an arduous position and subject to medical screening and physical fitness testing.

The qualification requirements specified in the Interagency Fire Program Management (IFPM) Qualifications Standards and Guide must be met prior to entrance into this position.

Prior wildland firefighting experience on the fireline is a mandatory requirement.

This position requires a valid state driver's license.

**MAJOR DUTIES**

Incumbents with full program responsibility in a low or moderate complexity program perform all the following duties; however, employees assisting higher level specialists may perform only some of these duties.

**Program Management (50%)**

Provides professional expertise in the development and implementation of multiple resource objectives. Develops fuels treatment alternatives to support management decisions while adhering to applicable laws, regulations, policies, and guidelines. Evaluates individual fuels treatments as well as the effectiveness of the assigned program and makes recommendations for improvement.

Coordinates with the next higher organizational level, other agencies, cooperators, and stakeholders to develop interagency fuels strategies. Represents the organization in multi-agency fuels management activities.

Maintains awareness of technological developments in wildland fire science and related disciplines. Collects information through a variety of methods, including field surveys,

computer modeling, and specific literature searches. Stays abreast of state-of-the-art computer modeling software and scientific methods to support fire use, air quality, and fuel treatment planning and applications.

Coordinates multi-disciplinary field studies related to fuels management program issues to determine effectiveness of treatments. Coordinates and provides transfer of findings to the appropriate personnel.

Responsible for the smoke management program to ensure compliance with state air quality standards. Coordinates with federal, state, and local government air quality officials in their development of operational procedures and reporting requirements.

Performs fiscal analysis, assists in formulating the annual fuels management budget, and maintains a system of accounts to track program expenditures.

### **Planning (30%)**

Serves as a member of an interdisciplinary team planning, developing, and implementing land management plans, compliance documents, and agreements. Provides input and recommends strategies for fuels and fire management.

Provides assistance to other resource program managers in the design of fuels management prescriptions and implementation plans. Provides information on fuels management methods to enhance, restore and protect ecosystems.

Participates in the development, review, and modification of the fire management plan. Develops, reviews and monitors fuels management plans. Works closely with other resource specialists to integrate vegetation management project designs in fuels program direction.

Reviews environmental documents, prescribed fire plans, and wildland fire use plans of other agencies and stakeholders which will affect the unit.

Prepares wildland fire risk assessments incorporating wildland/urban interface considerations into all agreements, operating plans, and land and fire management plans, to ensure that all interface areas are covered and state and local responsibilities are apportioned appropriately.

Participates in the development of cooperative agreements to facilitate multi-agency projects.

### **Operations and Safety (20%)**

Implements and administers prescribed fire activities, wildland fire use, and fuels management activities to ensure targets are achieved, management objectives are met and mitigation measures are adequate. Monitors fire behavior, evaluates fire effects,

identifies potential problems and takes appropriate action.

Designs and implements fuels management surveys to document presence, amount, and types of hazardous fuels. Utilizes the results of the surveys to prioritize prescribed fire and fuels management projects.

Ensures own and other's welfare and safety in all aspects of project implementation. Identifies training needs and participates in prescribed fire and fuels management, and wildland fire and safety training in the techniques, practices, and methods of fire suppression.

Participates in preparedness reviews, proficiency checks and drills, safety sessions, and after action reviews.

May serve as a Contracting Officer's Representative (COR) on fuel management contracts and may be responsible for the preparation of contract specifications and performance measures.

Supports wildland fire suppression activities.

## **FACTORS**

### **1. Knowledge Required by the Position**

(Level 1-6, 950 points)

Professional knowledge of natural resource management, fire ecology, fire behavior, and fire management theories, concepts, principles, and standards in a wildland fire environment.

Knowledge of the policies, techniques and practices of wildland firefighting obtained through substantial service as a primary firefighter of the Federal government or in a similar firefighting position outside the Federal government. This is a mandatory requirement of this position.

Fundamental knowledge of related fields of science (e.g., wildlife management, botany, hydrology, geology, archeology).

Knowledge of the effects of prescribed fire and fire use on natural and cultural resources sufficient to perform recurring assignments utilizing established practices.

Knowledge of environmental laws, regulations, and policies including the National Environmental Policy Act (NEPA), Clean Air Act, Threatened and Endangered Species Act, and the Wilderness Act

Knowledge of accepted wildland fire safety practices and procedures.

Knowledge of computer applications and software for a variety of fuel management

uses.

Knowledge of budgeting policy, procedures and techniques .

Knowledge of contracting procedures and ability to serve as a Contracting Officer's Representative (COR).

Skill in oral and written communication sufficient to prepare reports, present training, and coordinate work efforts.

## **2. Supervisory Controls**

(Level 2-3, 275 points)

The supervisor assigns work in terms of objectives and priorities with instructions on new projects or major changes. The incumbent plans and carries out recurring work without detailed instructions.

The incumbent has significant latitude for independent action. Supervisor is available for consultation when new techniques or new policy guidelines are implemented.

Work is reviewed for adequacy in meeting objective and priorities and for compliance with laws, regulations, and guidelines.

## **3. Guidelines**

(Level 3-3, 275 points)

Guidelines are found in interagency manuals, agency specific manuals, handbooks, directives and policy statements. Many guidelines provide only limited general directions and require the development of additional procedures to implement their intent.

The incumbent has broad latitude for independent action due to the wide range of variables under which the work is accomplished. The incumbent relies on experience and uses judgment in adapting techniques, methods or established practices to complete assignments and achieve objectives.

## **4. Complexity**

(Level 4-4, 225 points)

The work entails a variety of complex administrative and technical prescribed fire, wildland fire use, and fuels management support functions, each involving numerous procedures and operating requirements. The incumbent must interpret and analyze environmental influences and fire behavior, make judgements, and adjust tactics as conditions change. Complex variables such as weather, fuels (type and condition), topography, fire behavior, management objectives and resource protection concerns, strategies and tactics, resource availability and capability, employee and public safety, must be considered by the incumbent in making critical decisions under pressure. Adding an additional layer to the complexity are factors such as different types of treatment; social, political, and economic issues; higher complexity fuels treatment projects; resource and property values at risk; smoke management requirements;

multiple jurisdictions, frequent use of aviation operations or support; and intra- inter-agency coordination requirements.

The multiple variables, conflicts in resource management objectives, and environmental constraints require that the incumbent evaluate a considerable amount of data in formulating the appropriate strategy into an effective prescribed fire/fuels management program.

Due to the nature of fire management work, the incumbent may have to react quickly and perform multiple, unrelated simultaneous assignments along with other competing demands in the work environment.

**5. Scope and Effect**

(Level 5-3, 150 points)

The purpose of the position is to plan, develop, and implement the fire use and fuels management program for a unit with a moderate to high fire management program complexity level or serves in support of a higher level position in a high complexity program.

The work directly affects the design and execution of projects, the accuracy and acceptability of findings and recommendations, and provides an essential basis for management conclusions and plans.

**6. Personal Contacts**

(Level 6-2, 25 points)

Primary contacts are with fire and other resource personnel and managers within the organization. Additionally, contacts are with State, Tribal and local governments or other Federal agencies, special interest groups and the general public. Other significant contacts may include contractors, news media, local community leaders, and cooperators.

**7. Purpose of Contacts**

(Level 7-2, 50 points)

Contacts are necessary for planning, implementation and coordination of the fuels management program. Contacts are also made to coordinate activities, ensure compliance with established safe practices, solve operational problems, resolve conflicts, and conduct training.

**8. Physical Requirements**

(Level 8-3, 50 points)

The work is normally sedentary. However, field work is evaluated as arduous and the duties include demands for strenuous activities in emergencies under adverse environmental conditions and over extended periods of time.

Incumbent is subject to medical examination and must pass the work capacity test for arduous positions.

**9. Work Environment**

(Level 9-3, 50 points)

Office conditions require long periods of sitting, working with computers and general lifting, bending and reaching. Field conditions involve the employee being exposed to noise, dust, heat, weather, aircraft turbulence and the hazards of firefighting such as heat, smoke, and fire behavior. Protective clothing and equipment is required in hazardous environments.



## EVALUATION STATEMENT

<u>Recommended Classification</u>	Fire Management Specialist (Prescribed Fire and Fuels), GS-401-19
<u>Organizational Location:</u>	Department of the Interior, Bureau of Indian Affairs, U.S. Fish and Wildlife Service, National Park Service, and Bureau of Land Management
<u>References:</u>	Handbook of Occupational Groups and Families, August 2001. Part I of the Forestry Series, GS-460, Jun 1965 TS-57, Dec 1979, TS-39

Background: The incumbent serves in a key fire management position in a field fire management organization as a Fire Management Specialist (Prescribed Fire and Fuel). This position is located in a unit with a low to moderate fire management program complexity level or serves in support of a higher level position in a moderate/high complexity program.

The incumbent has program responsibility for prescribed fire, fuels management, smoke management, and wildland fire use in a low/moderate complexity program or a segment of a high complexity program. The incumbent provides professional advice and assistance to meet resource management objectives with prescribed fire and/or wildland fire use.

Determination of Series and Title: The General Biological Science Series, GS-401 includes positions that involve professional work in biology, agriculture, or related natural resource management when there is no other more appropriate series. Thus included in this series are positions that involve: (1) a combination of several professional fields with none predominant; or (2) a specialized professional field not readily identified with other existing series. This position is a specialized professional field (Wildland Fire Management) not readily identified with other existing series.

In accordance with agency practice, this position is titled **Fire Management Specialist**.

Because this position requires specialized knowledge of prescribed fire and fuels, the parenthetical title of **(Prescribed Fire and Fuels)** is appropriate and is in line with agency practice.

Determination of Grade: Since no grading criteria is published for occupations placed into the General Biological Science Series, GS-401, the grading criteria found in part I of the Forestry Series, GS-460, (Jun 1965 TS-57, Dec 1979, TS-39) will be used.

FACTOR EVALUATION SYSTEM POINTS RATINGS		
Evaluation Factors	Points	Level
1. Knowledge Required by the Position	950	1-6
2. Supervisory Controls	275	2-3
3. Guidelines	275	3-3
4. Complexity	225	4-4
5. Scope and Effect	150	5-3
6. Personal Contacts	25	6-2
7. Purpose of Contacts	50	7-2
8. Physical Demands	50	8-3
9. Work Environment	50	9-3
Total Points	2050	
Grade Conversion Range (1855-2100)	GS-09	

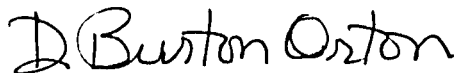
Conclusion: The proper title, series, and grade are **Fire Management Specialist (Prescribed Fire and Fuels), GS-401-09.**



Allison Beard  
HR Specialist (Classification)  
Bureau of Indian Affairs



Todd W. Ryan  
HR Specialist (Classification)  
Bureau of Land Management



Debbie Burton Orton  
HR Manager  
National Park Service



Dawn Phillips  
HR Specialist (Classification)  
U.S. Fish & Wildlife Service